DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1552.3E
4/NABSD
5 JUN 2012

USNA INSTRUCTION 1552.3E

From: Superintendent

Subj: POLICY AND PROCEDURES FOR SELECTION AND PROCUREMENT OF MIDSHIPMEN TEXTBOOKS

1. Purpose. To establish procedures for the selection and procurement of Midshipmen textbooks. Funding, approval, issue, and control of course texts, laboratory manuals, and pamphlets produced locally by the Defense Automated Printing Service (DAPS), Annapolis, do not fall within the scope of the instruction.

2. Cancellation. USNAINST 1552.3D

3. Background. While the Superintendent maintains final responsibility for the approval of textbooks for classroom use, approval authority has been delegated to the applicable department chairperson.

4. Categories. Textbooks are categorized as follows:

a. Departmental Textbooks. Books issued to Midshipmen on a loan bases to be returned for reissue. The issue of these books, collection, storage, and disposal is the responsibility of the department chairperson.

(1) Issue of Books to Faculty Members. The applicable department chairperson is responsible for obtaining a desk copy of the textbook for each instructor teaching the course.

b. Textbooks

(1) New Textbooks. New textbooks and consumable text materials purchased by Midshipmen from their personal funds and retained by them. These texts are not unique to the Naval Academy. The responsibility for procurement and sale of this category rests with the Director, Naval Academy Business Services Division (NABSD).

(2) Used Textbooks. Previously owned textbooks and materials purchased for resale to Midshipmen. Midshipmen will use their personal funds and retain these materials. The responsibility for procurement and resale of used textbooks rests with the Director, Naval Academy Business Services Division (NABSD).

5. Policies for Purchased Textbooks

a. Textbooks for Core Courses. Purchase of textbooks for all core courses shall be mandatory for all Midshipmen through NABSD.

b. Textbooks for Non-Core Courses. Midshipmen may obtain textbooks for non-core courses from NABSD or by other means.

6. Action

a. Approximately three months in advance of the start of a semester or summer term, the textbook coordinator for each academic department shall submit textbook requirements by 15 April for summer school, 1 May for fall term, and 1 October for spring term. If these dates fall on a weekend, the submission date is the following Monday.

b. Upon receipt of these requests, the Textbook Manager will use a combination of the requests and an analysis of past sales history to procure the needed number of books.

c. The Textbook Issue Department and the Midshipmen Financial Advisor will establish such procedures as are required to purchase, distribute, and account for the ordered textbooks and related material.

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S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)